

DEFINITIONS FOR THE JOB SEARCH

WARNING! The definitions below are not accepted universally and frequently cause confusion – even amongst experienced HR professionals.

Headhunter:

- A Headhunter is an independent recruiter whose client is a company that is searching for candidates for a certain job. Some headhunters specialize in searches for high-level executives, others specialize in specific professions or industries.
- A Headhunter working for a “contingency fee” only gets paid by the client company when the search is completed and the candidate is hired by the company. There may be many Headhunters involved in the search a candidate to fill that position, but only the Headhunter who finds the candidate hired will be paid. A Headhunter working on “retainer” is usually the only Headhunter involved in the search and gets part of their payment from the client company at the beginning of the search. Contingency or retained fees may range from 25 to 50 percent of the hired candidate’s first annual salary.
- A headhunter may recruit at career/job fairs, but generally pursues other avenues in his search for viable candidates.
- ***It is important to remember that the Headhunter is working for the company – not for the candidate.***

Recruiter:

- A recruiter works for a company, usually in the Human Resources Office. He or she is responsible for identifying and recruiting candidates for certain positions in that company. He receives a regular salary and receives no bonus for filling a position in his company.
- Recruiters often work at career/job fairs.

Career Counselor:

- The Career Counselor helps the Client to understand himself, identify his career goals, and explore his career options.
- Counseling requires face-to-face interaction and the work is directed internally at the Client’s personality and desires. Counseling usually involves several sessions, the cost ranging from \$50 to \$150 per hour.
- The Counselor may encourage and support the Client during his job search, but the Counselor does not aid in the actual search.

Career Coach:

- The Career Coach helps the Client attain his career goals. As a mentor, the Coach motivates and challenges the Client, urging the Client to action. Coaching focuses on the Client’s external goals and may require more time than counseling. The Coach helps the Client make an action plan to achieve his career goals.

- Sometimes coaching doesn't involve actual personal interaction between the Coach and the Client and can even be done by telephone or e-mail. A Coach may sign the Client to a contract, but charges are still by the hour and range from \$100 to \$200 per hour.
- The Coach may teach resume writing and interview techniques as well as other job search skills, but the Coach does not aid in the actual search.